



Policy: 1331
Chapter: Communications
Rule: Volunteer Services

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A.R.S.	A.C.A.	A.A.C
A.R.S. § 41-2804,	3-JTS-1G- 01,02,03,04,05,06,07,08,09	

The Arizona Department of Juvenile Corrections (ADJC) assists with the planning, organizing, and developing of local volunteer programs. The agency recognizes that the community can enhance the life of juveniles by increasing the quality and quantity of experiences available to them by expanding the services provided by volunteers.

Michael D. Branham, Director

Procedure Index:

1331.01 **Volunteer Clearance, Facility Access, Orientation Requirements, and Activities**

Form Index

1331.01A **Special Activity Request**
1331.01B **Receipt of Volunteer Handbook and Training Acknowledgement**
1331.01C **Volunteer Registration Form**
1331.01D **Volunteer Code of Ethics/Confidentiality Statement**
1331.01E **Volunteer Job Description**

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1. **Volunteer** - An unpaid person, including an off-duty ADJC employee, as approved in accordance with Procedure 1331.01 Volunteer Services, works directly with juveniles under direct ADJC employee supervision and has a written description of duties and responsibilities including restrictions and guidelines. This person is assigned to a specific area supervisor for training, monitoring, and evaluating.
 - a. Note: Off-duty ADJC employees shall apply individually as Fair Labor Standards Act (FLSA) shall be taken into consideration.